



WSA-Corporate: Employee Version

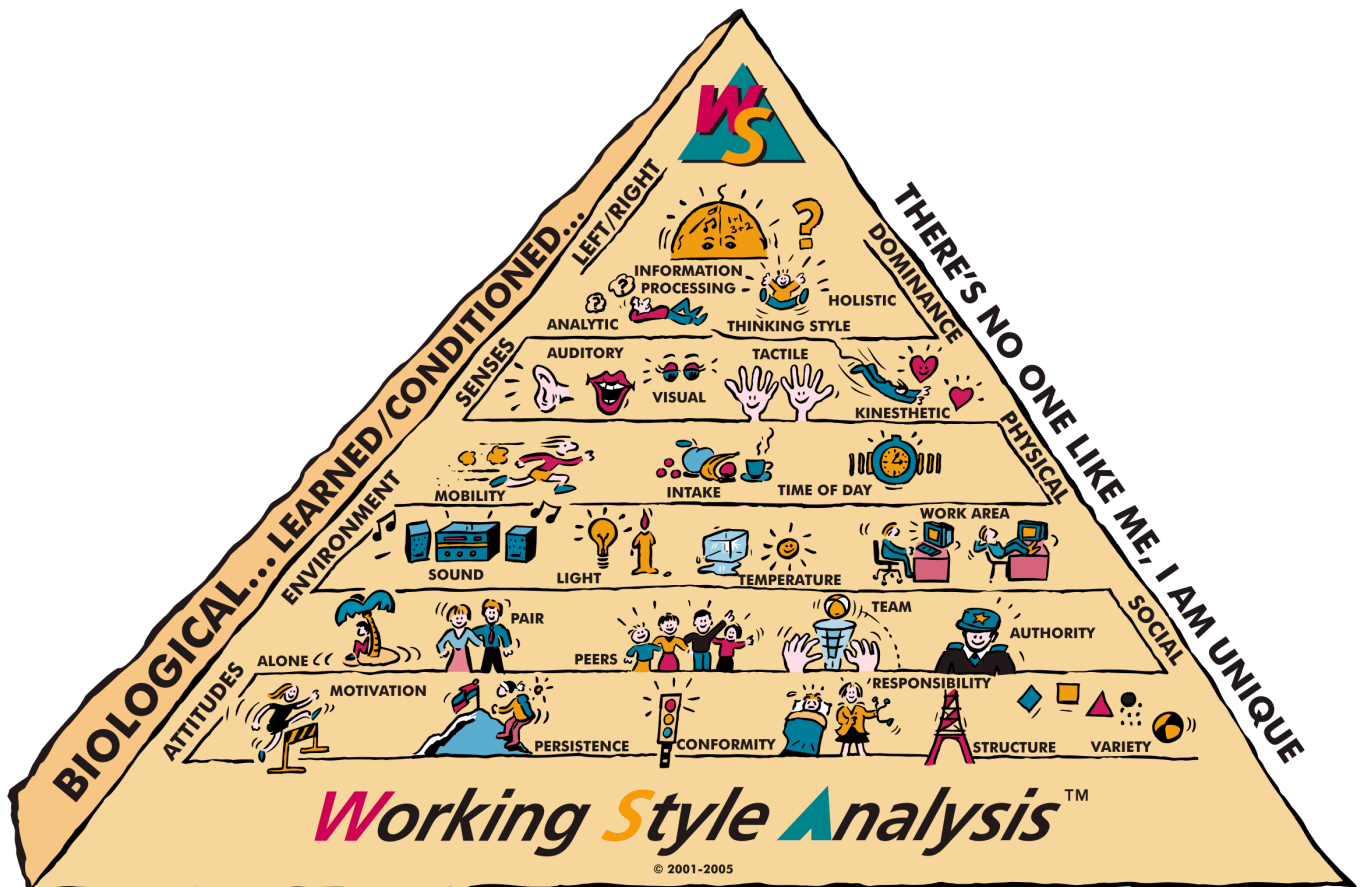
Personal Profile

for

Ben Tester

Recommended re-profiling date: Thursday, 26 June 2008

Entered: Tuesday, 26 June 2007



How to make the best use of your WSA results:

1

The WSA Pyramid above shows all elements of a working style. You are welcome to mark your most important preferences, non-preferences and/or your flexibilities.

2

Pay particular attention to your Preferences and Non-preferences on Page 2 in your Profile Summary. Apply them when you concentrate on something new and/or difficult.

3

Find out how flexible your style is from the Graphs 1 & 2. Your flexibility is an additional strength in your style, particularly useful in challenging work situations.

4

Please note: the WSA is not a test, therefore it cannot be "passed" or "failed". There are no "right" or "wrong" results, only style differences between human beings.

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Profile Summary

Your preferences and strong preferences are your strengths which you can utilise in difficult work situations, but your non-preferences become your weak spots when you have to use them over longer periods of time. This can lead to frustration, concentration problems, low motivation, communication breakdown and inconsistent job performance. You are at your best when you can work, concentrate and solve problems YOUR way whenever possible. Style matches always lead to greater professional success and job satisfaction.

Key elements of my Working Style when concentrating on something NEW and/or DIFFICULT:

My Preferences: (how I work best)

BRAIN DOMINANCE: sequential, reflective



SENSORY MODALITIES: auditory (hearing), auditory (external), auditory (internal), visual (words)



PHYSICAL NEEDS: stationary, intake, early morning, evening



ENVIRONMENT: quiet, bright light, cool



SOCIAL:

Flexibility - see Graph 2

ATTITUDES:

Flexibility - see Graph 2

My Non-Preferences: (what I need to avoid when I do something difficult; in ATTITUDES it means 'this is not my way')

BRAIN DOMINANCE:

Flexibility - see Graph 1

SENSORY MODALITIES:

Flexibility - see Graph 1

PHYSICAL NEEDS:

Flexibility - see Graph 1

ENVIRONMENT: low light, warm



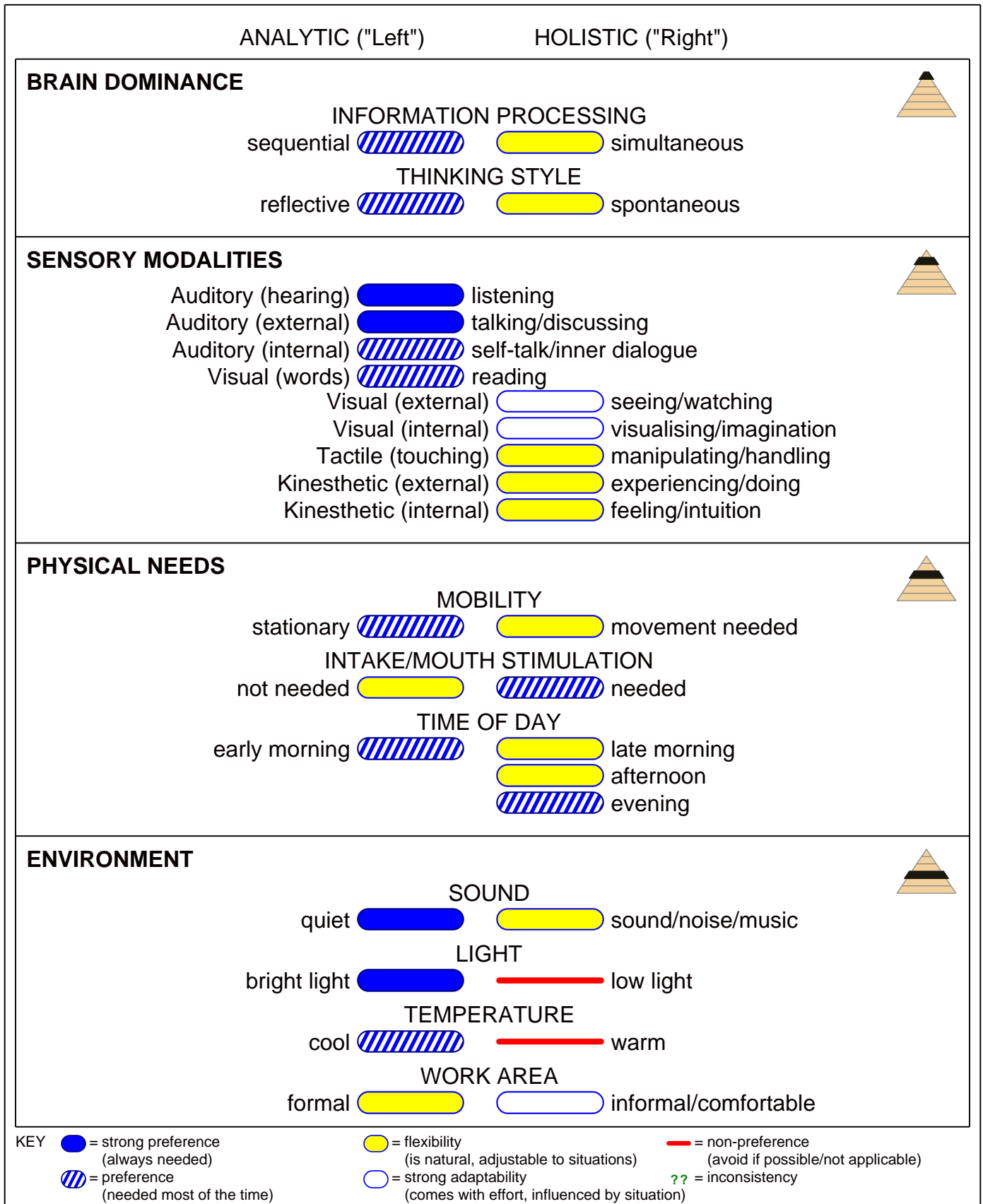
SOCIAL:

Flexibility - see Graph 2

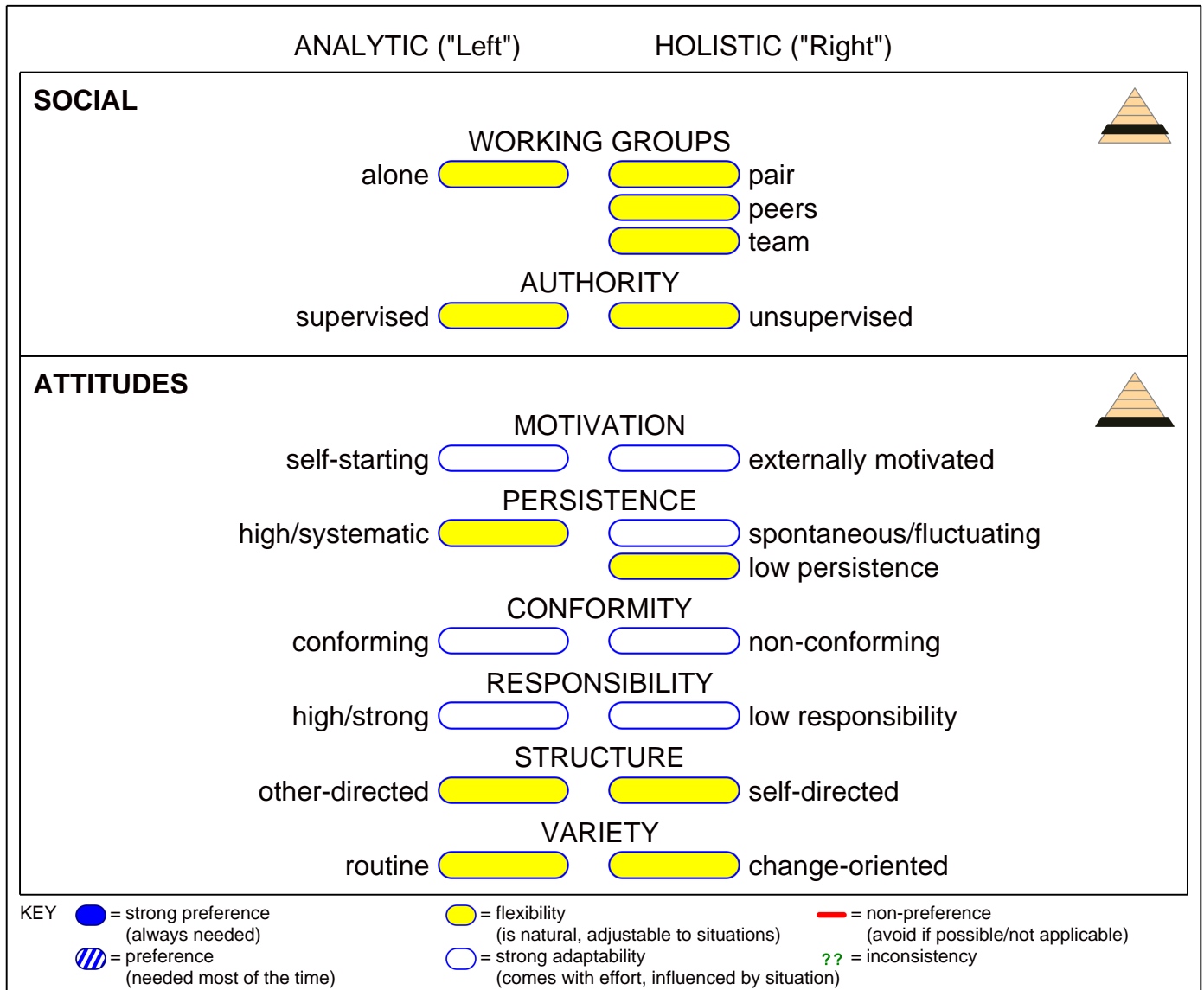
ATTITUDES:

Flexibility - see Graph 2

Graph 1. Natural / Biological Elements



Graph 2. Conditioned / Learned Elements



DIFFERENCES BETWEEN BIOLOGICAL & LEARNED ELEMENTS:

The results in Graph 1 represent your natural biological needs when concentrating, solving a problem or taking in new and difficult information. Preferences and non-preferences in these areas are usually hard to change and remain mostly stable over a lifetime. When they are mismatched over a long period of time, they will influence your motivation, persistence, responsibility and even your work morale in a negative way. For lasting success in the work place, make sure that all your preferences are being matched most of the time.











The results in Graph 2 reveal your conditioning, and show with whom you work best and what your attitudes are when it comes to dealing with something new and difficult. These elements are not stable in your profile and can change quite rapidly. This usually happens when there are changes going on inside yourself or in the world around you. To be successful at work, it is very important that you know your own as well as other people's styles and that you match work conditions with your natural style as much as possible, because your preferences become your strengths when you use them wisely.

Graph 3. Working Style Tendencies

Compare this graph with the Left/Right Brain Dominance on Graph 1

If your results show a natural fit, i.e. analytic/left brain preferences in both graphs, or holistic/right brain preferences in both, you will experience not much stress or mismatch between your Brain Dominance and your overall Working Style Tendencies.

However, if you have **analytic preferences** in the graph below and **right brain preferences** on Graph 1 (or vice versa), you will most likely experience a mismatch between the way you have to work and the way you think and/or would like to work and function in your job. Such a combination almost always leads to stress, job dissatisfaction and loss of motivation; it should be resolved rather sooner than later.

ANALYTIC ("Left")	HOLISTIC ("Right")
quiet 	 sound/noise/music
bright light 	 low light
formal work area 	 informal work area
high persistence 	 low persistence
no/low intake 	 intake needed

Three or more of the following elements: preferring quiet, bright light, formal design, high persistence (to complete tasks without interruptions) and low need for intake tends to suggest an ANALYTICAL (sequential) processing style. On the other hand, preferring sound, soft lighting, informal design, low persistence (completing tasks in spurts while working on multiple tasks simultaneously) and need for intake suggests a GLOBAL/HOLISTIC (simultaneous) processing style (Bruno, 1988; Dunn, Cavanaugh, Eberle, and Zenhausern, 1982).

The more QUESTION MARKS are visible in your profile, the more it is likely that you:

- a) are under stress,
- b) are currently experiencing confusion or are undergoing change in these areas,
- c) misunderstood the questionnaire (occurs very rarely).

This can lead to stress, loss of motivation and underperformance. Consider the question-marked areas in your WSA profile and attempt to find out the reasons for the inconsistencies. It is also recommended to redo the analysis in 2-3 months' time when the situation has settled down.

Recommendations

The results provide a practical framework for better understanding yourself in your interaction with colleagues and managers- both in work-related activities and professional communication in general.

If you are planning a career change, it is advisable to consider your WSA results, because the more your work is matched to your personal style, the more job satisfaction you will experience.

FOR EXECUTIVES AND MANAGERS:

Please reflect on the results in your WSA Profile, particularly on your preferences and non-preferences. Find out which areas of mismatch could cause you stress and tension in your daily work. If you are in a team situation you could also compare your colleagues' individual profiles with your own to become more aware of your compatible areas and how you can better complement each other.

FOR EMPLOYEES:

The WSA Personal Profile is designed to help you better understand your working style; manage the daily duties of your job in a more effective and less stressful way. To achieve performance improvement, please share and discuss your WSA results with your manager, trusted colleagues, or team members. Compare how your style features match your work or team situation, and find out where there are mismatches. Creating an Action Plan by yourself or with a colleague or manager can help you to focus on individual areas of your working style you want or need to improve.

If you follow the recommendations in the Personal Report section you will experience better work performance and greater job satisfaction.

FOR TRAINEES AND APPRENTICES:

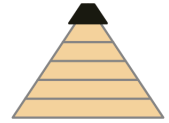
To improve your work skills, follow the suggestions in your Personal Report, observe your own success and/or have your progress monitored by your manager. For better performance, make sure your style preferences and needs are matched as much as possible. This is particularly important when you have to concentrate on something new or difficult.



Personal Report - Guidelines for Professional Development

The following Report contains a detailed interpretation of your results shown in Graphs 1 & 2. If you act on the recommendations in your Personal Report, you will not only increase your work productivity and improve your concentration but you will also enhance your learning abilities and problem solving skills.

BRAIN DOMINANCE: General Information



The categories in this graph are arranged in two groups: **ANALYTIC** (indicating a "left-brain" dominance) consisting of sequential/reflective style elements and **HOLISTIC** (indicating a "right-brain" dominance) consisting of simultaneous/impulsive style elements. A preference or strong preference in any of these elements indicates the natural ability to use different thought processes and/or a particular, natural style of thinking.

Flexibilities within any of the two categories indicate that the person finds it easy to switch between the two modes if necessary.

High scores in both, left and right hemispheres (preferences and strong preferences), indicate that this person is highly integrated in using mental techniques, utilising both brain hemispheres equally strongly at any given time.

Your Personal Results:

INFORMATION PROCESSING:

You are a more sequential brain processor who tends to engage the logical, left-brain hemisphere in thinking and problem solving more often. You prefer projects and tasks that move in a logical sequence and you probably learn best from reading and analysing information. In training, you dislike jokes and irrelevant stories and prefer people who are analytical and stay with the topic in their presentations. You are probably more single-task oriented, like to concentrate on details and most of the time you feel more comfortable finishing one job before you begin a new one. Generally you prefer to work in well organised, structured environments where you can follow rules. You are also most likely to be a reflective thinker who needs time to contemplate.

THINKING STYLE:

You are a more reflective thinker. You function best when you have time to think, contemplate, and rethink. Sometimes others might consider your response to problems or new situations as slow, but when you come up with an answer or solution it is usually well thought-through and based on in-depth analysis. Try to avoid situations where you have to make quick decisions; this could cause stress and your thinking process might suffer. Moderate change, time to adjust and a steady pace in your work environment would most likely suit your thinking style.

MY SELF-ENHANCEMENT ACTION PLAN 1:

- WHAT** can I do to balance / integrate or to increase / decrease my analytic / holistic style, my sequential / simultaneous information processing, my reflective / impulsive thinking style? (my **GOAL**)
- HOW** will I do this? (my **ACTION**)
- WHEN** will I take this intended action to move closer to my desired outcome? (my **TIME FRAME**)

AT WORK:

- WHAT? _____
- HOW? _____
- WHEN? _____

IN GENERAL:

1. WHAT? _____

2. HOW? _____

3. WHEN? _____

SENSORY MODALITIES: General Information



This part of the graph illustrates which **SENSES** a person prefers/does not prefer to use in order to take in new and difficult information; it also indicates someone's 'Sensory Learning Style' in auditory, visual, tactile and kinesthetic modes.

The more dark markings (preferences and strong preferences) someone has, the easier it is for this person to absorb new information. People with **preferences only**, are often called 'brain-gifted'.

If the result shows **mainly flexibilities/adaptabilities**, the person might find it difficult to concentrate when not interested and needs to be **motivated** to absorb and retain new information. A multi-sensory approach is therefore highly recommended!

Your Personal Results:

AUDITORY (hearing):

You find it very easy to learn by listening, and clearly remember things you hear. You may be able to concentrate and recall people's voices and reconstruct much of what was said. You learn well from lectures, discussions, and from precise oral directions. Make sure that tapes, radio, stereo, TV and videotapes are used in your training and that your work accommodates your listening preferences.

AUDITORY (external):

You are a talker! When you work or concentrate, you really need to interact with people, and talking about issues and discussing ideas - work related or not - definitely stimulates you. Rather than reading something, you often just like to talk about it. Your understanding increases when you talk things over with other people and your memory improves when you can explain difficult concepts to someone else. Talking is also very important for your wellbeing and if you have no-one to talk to, you might quite often use self talk to solve problems or sort out complex situations. For your career planning it is important to consider jobs which have a high component of communication skills and people involvement.

AUDITORY (internal):

You often like to talk to yourself, particularly when you have to deal with tricky situations or when you have to learn new things. Your memory improves and your understanding increases when you can have an inner dialogue about it. You probably don't need to talk to other people so much, you prefer to have a conversation with yourself. Your reading speed may be slower if you are saying the words in your head when you read. Make sure that you avoid negative self talk and that you allow time for inner reflections.

VISUAL (words):

You prefer seeing words written or printed. You remember well what you read and you probably like reading a lot. Your understanding is enhanced when you can read about the topic or issue. You will often take notes while listening so that you can read them later. You work well on written projects. You like clear written instructions and precise text passages.



SENSORY MODALITY FLEXIBILITIES - visual (external), visual (internal), tactile (touching), kinesthetic (external), kinesthetic (internal):

You have quite considerable flexibility in your sensory modalities. This means you need to use multi-sensory techniques when you are in training or whenever you learn something new and difficult. For better understanding and longer recall you must combine listening, talking, watching, reading, writing, actively participating, personally experiencing and feeling good about what you are learning and doing. When you are interested in your training or in a learning assignment you find it much easier to concentrate and remember. This also helps you to feel good and stay motivated for information intake.

MY SELF-ENHANCEMENT ACTION PLAN 2:

1. **WHAT** can I do to enhance my abilities in taking in new and difficult information through my senses (auditory / visual / tactile / kinesthetic)? (my **GOAL**)
2. **HOW** will I do this? (my **ACTION**)
3. **WHEN** will I take this intended action to move closer to my desired outcome? (my **TIME FRAME**)

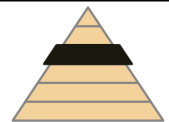
AT WORK:

1. WHAT? _____
2. HOW? _____
3. WHEN? _____

IN GENERAL:

1. WHAT? _____
2. HOW? _____
3. WHEN? _____

PHYSICAL NEEDS: General Information



This part of the graph shows the importance of **PHYSICAL NEEDS** like mobility, need for intake and time of day preferences for concentration and information intake, and how these can strongly influence a person's work performance.

Preferences for stationary working, no need for intake and early morning preferences indicate a strong correlation with a more **analytic** working style, whereas a need for movement and intake as well as late morning, afternoon and evening time preferences indicate a strong correlation with a more **holistic** style. It is however possible that years of conditioning in the work place can often change/override natural (biological) needs and make the person less effective in their work performance.

Consider the physical needs in your profile carefully, analyse your job situation, compare what is not matched and consider necessary changes. A continued mismatch in these areas can lead to frustration, lack of concentration, tiredness, and burn-out, resulting in high stress levels and decreased job performance.

Your Personal Results:



MOBILITY:

You rather prefer to sit still when you work, concentrate or read. As you don't like to move your body much, see that you can do your tasks without having to move around. It is also important for you that you work in an environment where there is not a lot of movement going on which will distract you and probably make you nervous. For health reasons, however, make sure you get enough exercise!

NEED FOR INTAKE:

(Attention: If you are a non-smoker please disregard the comments about smoking - they do not apply to you!)

Your need for intake - eating, nibbling, drinking or smoking - while you concentrate or work is dependent on what you do, but you prefer to have some intake more often than not. Although you don't always need to eat or drink during your work time, you don't really like to go without it for long periods, either.

TIME OF DAY: early morning

You are an early bird! The early morning hours are the best time for you to concentrate and work. At that time you are alert and can think clearly, and you should do all your difficult tasks before 11 am.

TIME OF DAY: late morning

This time of day does not really make any difference to your performance. You can function and concentrate quite well at any given time. More important than time of day is what you do, why, with whom and under what conditions.

TIME OF DAY: afternoon

This time of day does not really make any difference to your performance, you can function and concentrate quite well in the afternoon. More important than time of day is what you do, why, with whom and under what conditions.

TIME OF DAY: evening

You prefer the evening hours for thinking or working on difficult tasks. You are most alert at the end of the day and get more work done at night when everything has quietened down than during the daytime hours. As your energy is usually high in the evening make sure you do demanding work or training during evening or night hours.

MY SELF-ENHANCEMENT ACTION PLAN 3:

1. **WHAT** can I do to match my **Physical Needs** during at work? (my **GOAL**)
2. **HOW** will I do this? (my **ACTION**)
3. **WHEN** will I take concrete action to move closer to matching my daily work with my physical working style needs? (my **TIME FRAME**)

AT WORK:

1. WHAT? _____

2. HOW? _____

3. WHEN? _____

IN GENERAL:

1. WHAT? _____

2. HOW? _____

3. WHEN? _____

ENVIRONMENT: General Information



This part of the graph shows how a person functions best under the **ENVIRONMENTAL CONDITIONS** of sound, light, temperature and work area. Preferences for a quiet, brightly lit, cool and formal work area indicate a strong correlation with a more **analytic** working style, whereas a need for sound, low light, warm temperatures and informal work area indicate a strong correlation with a more **holistic** style.

However, years of conditioning can often change or overrule natural (biological) needs and make the person less effective in their work performance. The mismatch of environmental needs with work conditions can ultimately lead to severe stress, burnout and even illness.

The more flexibilities/adaptabilities someone's profile shows, the easier it will be for this person to adjust to changing conditions in the work environment.

Compare the environmental needs in your profile carefully, analyse your current job situation, identify what is not matched and consider necessary changes in the work setting. A continued mismatch in these areas almost always leads to frustration, lack of concentration, tiredness, and burn-out, resulting in high stress levels and decreased job performance.

Your Personal Results:

SOUND:

You usually need silence while concentrating, and you should work in quiet areas. To improve your efficiency and reduce stress, work in a private room with carpeted floors, or use ear plugs to cut out distracting noise.

LIGHT:

You really need bright light when you work and you usually have all the lights on at your office or work place. Your concentration is much better when bright light (fluorescent or natural) is provided. For best results always make sure that you work under adequate illumination: use desk lamps, sit near a window, or take your work outside, if possible.

TEMPERATURE:

You have a preference for cooler temperatures and you can think more clearly when it is not too warm in your environment. When temperatures are high, you find it difficult to work or concentrate. It is important that you can lower the temperature in your workplace and/or wear clothing which allows you to adjust if necessary.

WORK AREA:

Due to your style's strong flexibility, your need for formality in design and furniture varies while working, and you are more influenced by what you do. You have the advantage that you can adjust easily to either type of work environment because you are highly adaptable to any kind of work area and room set-up.

MY SELF-ENHANCEMENT ACTION PLAN 4:

1. **WHAT** can I do to improve my Work Environment or adjust it to my style needs? (my **GOAL**)
2. **HOW** will I do this? (my **ACTION**)
3. **WHEN** will I take concrete action to move closer to matching my work environment with my working style needs? (my **TIME FRAME**)

AT WORK:

1. WHAT? _____

2. HOW? _____

3. WHEN? _____



IN GENERAL:

1. WHAT? _____

2. HOW? _____

3. WHEN? _____

SOCIAL: General Information



The categories in this graph are arranged in two groups: **WORKING GROUPS** and **AUTHORITY**. Preferences for working alone and under supervision indicate a more solitary, **analytic** style and a preference for working with people (in a pair, with peers or in a team) and unsupervised indicate a more people-oriented, **holistic** style.

How a person reacts to authority figures in the workplace and with whom they prefer to interact will determine their work performance and job satisfaction on a daily basis. Check your report for your best combinations and consider how you can alter your situation if necessary.

Research has shown that question marks (when based on contradictory responses) in these areas are a sign of changes/insecurities/fears regarding the personnel situation at someone's work place; this can lead to severe stress when the situation is not resolved positively. Because the social elements in a person's profile are conditioned or learned, preferences, non-preferences as well as flexibilities will change more than once during a person's career; they can even change within a few days, sometimes overnight, when people and their positions change in someone's work set-up.

Please note:

The more question marks a profile shows in the social area, the more stress the person currently experiences at work!

Your Personal Results:

SOCIAL GROUPINGS

You are highly adaptable when it comes to working or interacting with people. You can work equally well alone, with one other person, with peers, or in a team. You seem to have no difficulties adjusting to different people setups and fitting into working groups. This great adaptability is a definite advantage in changing personnel conditions.

AUTHORITY:

Your strong flexibility for supervision is often an advantage in adverse work situations. You will respond well to a leader or manager if you respect that individual. Generally you do not mind being supervised, but you can work equally well with very little supervision. Your high adaptability is of great advantage, especially during times of change in organisations or institutions.

MY SELF-ENHANCEMENT ACTION PLAN 5:

1. **WHICH** element(s) in the **SOCIAL ASPECTS** of my WSA profile cause stress, frustration and dissatisfaction on a daily basis? (my **REASON**)
2. **WHAT** can I do to change that? (my **GOAL**)
3. **HOW** will I achieve this? (my **ACTION**)
4. **WHEN** will I take concrete action to create a more satisfying social interaction at my work place to lower my stress levels? (my **TIME FRAME**)



AT WORK:

1. WHICH? _____
2. WHAT? _____
3. HOW? _____
4. WHEN? _____

IN GENERAL:

1. WHICH? _____
2. WHAT? _____
3. HOW? _____
4. WHEN? _____

ATTITUDES: General Information



This part of the graph describes a person's attitudes in the following areas:

1. **MOTIVATION:** whether someone is highly internally motivated in their job because they are interested in and love what they are doing; or because they are more influenced by external conditions like recognition, money, perks and career advancement etc.
2. **PERSISTENCE:** how someone is willing to follow through with professional tasks, particularly when they find them difficult or not very interesting; or show spontaneous persistence when they are interested; or cannot follow through and show low persistence.
3. **CONFORMITY:** how someone responds to rules and regulations imposed by their manager, division or organisational structure. This can be interpreted how well a person "fits in" or how non-conforming they can become when leadership and work conditions in the company do not appeal.
4. **RESPONSIBILITY:** how someone carries out professional duties, even when they might not always be easy or to their particular liking.
5. **STRUCTURE:** whether someone needs guidance/instructions from others; or is more self-directed and can follow their own directions in carrying out work duties.
6. **VARIETY:** whether someone enjoys change (and/or variety) and wants that in their daily work; or does not like it, rather resists it and/or fears it; also, how a person can handle routine.



Please note:

These elements seem to be learned, not biologically or genetically determined, and they are usually influenced by general conditioning, past work experiences and a person's current professional environment. That's why it is possible - although not always easy - to change attitudes either with will power or by changing one's beliefs or circumstances.

Many of these elements and their opposing qualities can create inner tensions and/or external conflicts, particularly when they do not correlate with typical **analytic features** (self-starting, high persistence, conforming, strong responsibility, needing structure and wanting routine) or with strong **holistic tendencies** (externally motivated, fluctuating/low persistence, non-conforming, low responsibility, self-structuring and change oriented).

It is important to realise that the stronger analytical preferences are, the less conflict with 'the system' a person generally experiences, and the stronger holistic tendencies are, the more conflict a person will experience with 'the system', the harder it will be to 'fit in'.

A mismatch in these areas over longer periods of time always leads to frustration, stress, under-performance and burnout. If such a negative situation cannot be resolved, the person develops a strong desire to change the work place and, if this is not possible, the result can be disillusionment, or in the worst case, nervous break-downs or even physical illness.

Your Personal Results:

MOTIVATION:

Your motivation strongly depends on what work you are supposed to do and on the circumstances. Sometimes you take to tasks with enthusiasm, but you cannot be forced to do so. When you are not interested in your work, you probably have difficulties staying motivated.

PERSISTENCE:

Your persistence in following through is probably fluctuating and whether you complete what you start mainly depends on your interest in the task. As soon as you lose interest or get bored, you turn to something else. But when you are really excited about work, your persistence can increase dramatically.

CONFORMITY:

You might often be torn between traditional and non-conforming thoughts, ideas and methods. Whether you decide to do or not do an unconventional thing depends on what it is, how you feel, and what the circumstances are. Your strong flexibility in this area might sometimes lead to confusion and unpredictability, but is also a great advantage in helping you to handle adverse situations.

RESPONSIBILITY:

You usually carry out tasks and keep promises because you think it's the right thing to do and, more importantly, when it makes good sense to you. Generally you are reliable and keep your promises, but sometimes you may use excuses and just don't follow through, especially when you have lost interest in a task or when a duty has become meaningless to you.

STRUCTURE:

You are usually influenced by the conditions of your work. Your need for clear outlines and structure depends on what you are doing, with whom and why. All these elements determine whether you do something your way, someone else's way or cooperatively. Your strong flexibility enables you to work or study equally well in a self-directed way, setting your own guidelines, or, when required, following instructions and being directed by others.

VARIETY:

Your need for variety is rather fluctuating and you are very flexible when it comes to following routines or adjusting to change in your work. Your success depends on what you do, why, how, when, and with whom. This strong adaptability is a definite advantage in situations that are demanding.



MY SELF-ENHANCEMENT ACTION PLAN 6:

1. **WHICH** element(s) in my **ATTITUDES** cause stress, frustration, dissatisfaction and burnout in my daily work? (my **REASON**)
2. **WHAT** can I do to change that? (my **GOAL**)
3. **HOW** will I do this? (my **ACTION**)
4. **WHEN** will I take concrete action to experience/build a more satisfying set of attitudes to lower my stress levels? (my **TIME FRAME**)

AT WORK:

1. WHAT? _____

2. HOW? _____

3. WHEN? _____

IN GENERAL:

1. WHAT? _____

2. HOW? _____

3. WHEN? _____



Computer Technology And You

If you have a preference or a strong preference in 4 or more of these elements of the WSA Pyramid:

- > VISUAL (external)
- > VISUAL (words)
- > TACTILE (touching)
- > MOBILITY (stationary)
- > SOCIAL GROUPINGS: alone
- > TIME OF DAY: evening
- > KINESTHETIC (internal),

then you are probably good with computers and will do well in computer-related careers. Your job training can probably benefit from e-learning, online tutorials, e-books or commercial educational software. The Internet can be a great source of additional information for you, as long as you keep to reliable and verified sources.

Please note: people in this category tend to spend a lot of their time on the computer, be it playing games, socialising in chat rooms or browsing Internet sites. Make sure you get up regularly and move your body to avoid health problems.

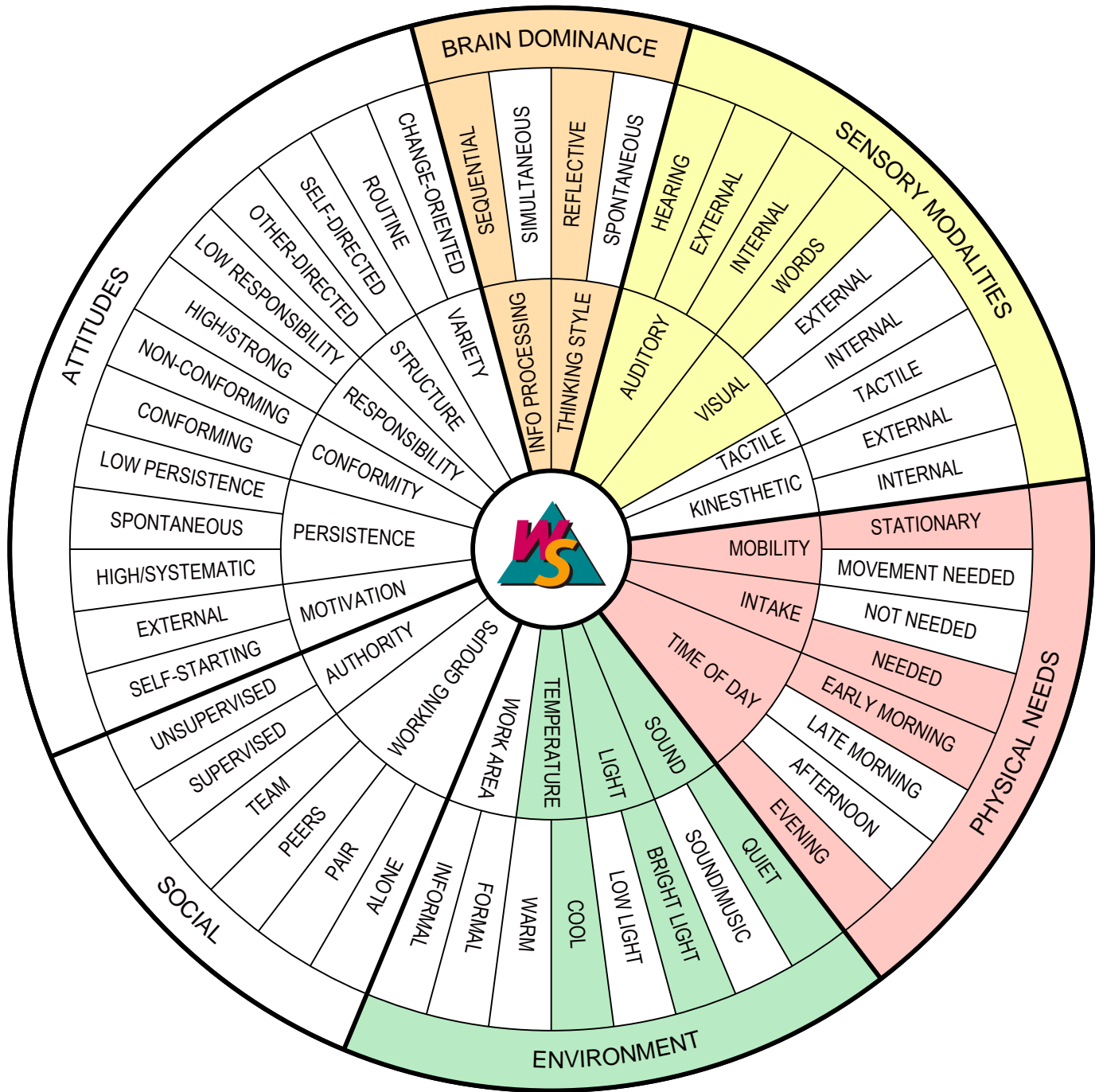
Are You A Quick Learner?

You may be a quick learner if your report indicates that you:

- > are highly integrated in analytic and holistic thinking
- > can learn through all sensory modalities with ease
- > can learn at any time, forget to eat or do other chores when lost in learning or information intake
- > prefer to work alone or with true peers
- > won't accept authority easily
- > are highly internally motivated - often acquire information for pure knowledge's sake
- > never give up – and often show extreme persistence
- > dislike rules and make your own ones
- > don't need help in structuring your learning or work tasks, dislike guidance.

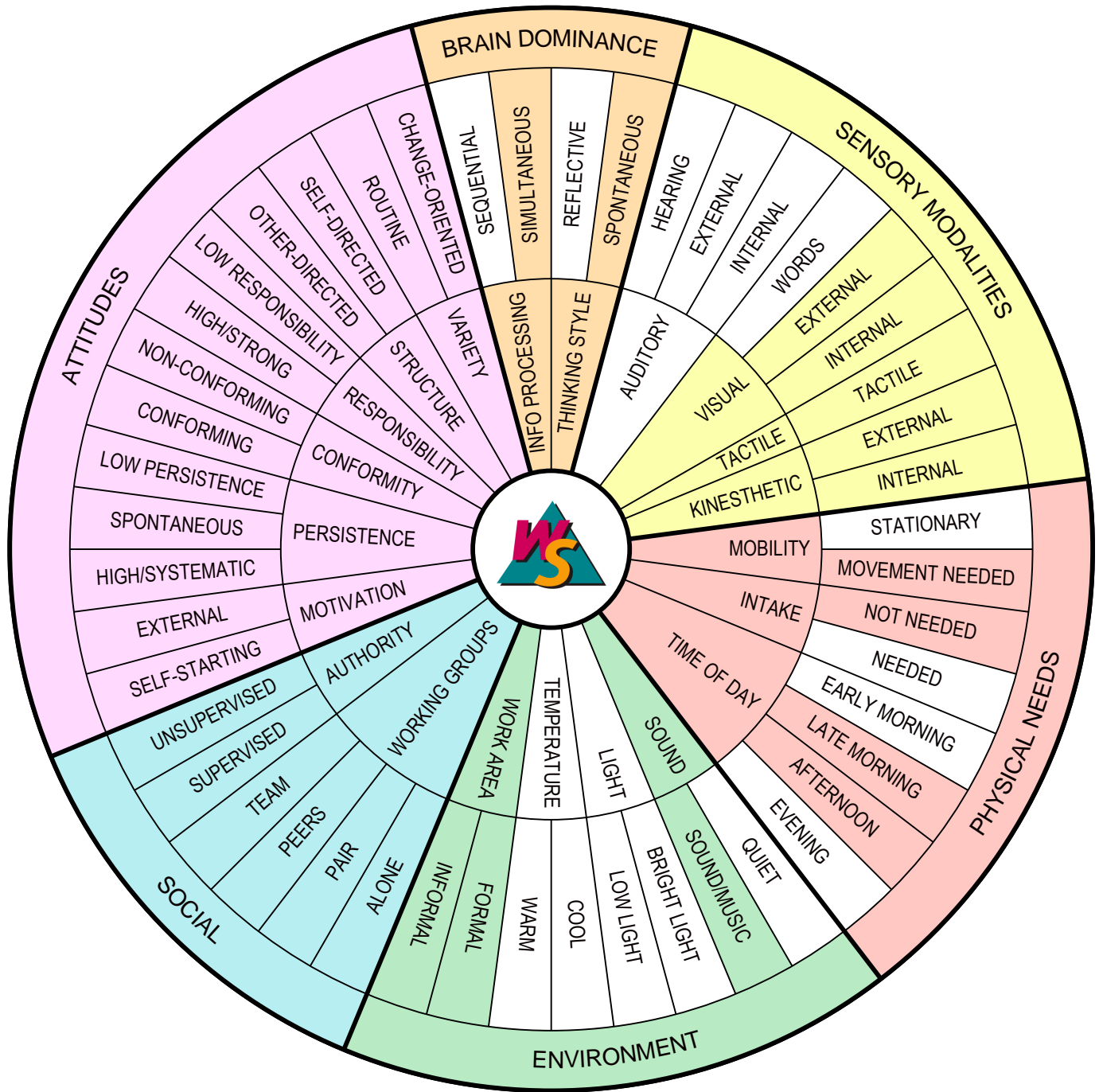
Congratulations on having these abilities, because being a quick learner is very useful in today's ever-changing work environment where continued on-the-spot training is part of the job description.

My Preferences (13)



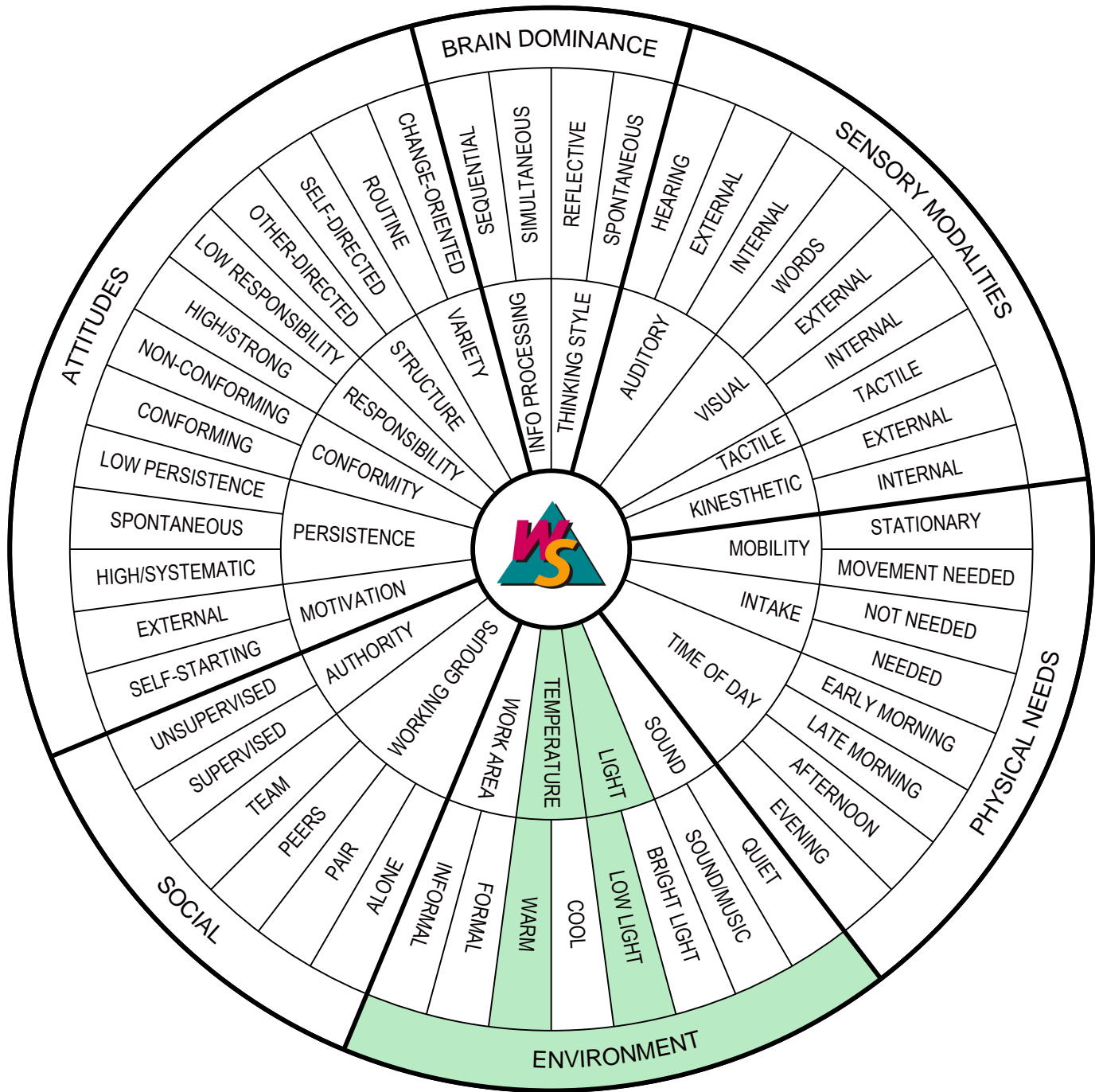
These elements are always or most of the time needed to work to your greatest capacity.

My Flexibilities (33)



Flexibilities allow you to adjust to changing situations naturally and Adaptabilities are influenced by the situation and usually come with effort.

My Non-preferences (2)



These elements can become your weaknesses when you have to work through them; therefore avoid them if possible, particularly when working on something new and difficult. In 'Attitudes' non-preferences mean that these elements don't bother you or are not applicable.



MY PERSONAL MONITORING SYSTEM

Please state in which area(s) you intend to implement your **Personal Action Plan** and then start writing short comments about your new or changed strategies, methods, approaches, interactions with students / superiors / colleagues.

For achieving the desired outcomes at work you need to practise and monitor your new strategies / methods / behaviours for a **minimum period of 31 days**. If you want to use this Monitoring System as a worksheet in your daily work, you can use the space for Observations to monitor your new strategies 31 times.

Action Plan: _____

Goal: _____

Action: _____

Date:	Observations:	
_____	_____	1
_____	_____	2
_____	_____	3
_____	_____	4
_____	_____	5
_____	_____	6
_____	_____	7
_____	_____	8
_____	_____	9
_____	_____	10
_____	_____	11
_____	_____	12
_____	_____	13



MY PERSONAL MONITORING SYSTEM

Continued

Date:

Observations:

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